

**FSCS Steering Committee Meeting  
Marriott Residence Inn  
1456 Duke Street  
Alexandria, VA  
March 6-8, 2006  
Minutes**

Attending: \* indicates one day attendance

SDCs: Ann Reed – chair, Kit Keller – Vice/chair, Shelley Fugitt, Frank Nelson, and Timothy Owens

Appointed: Keith Lance, Libby Law, and Alan Zimmerman

NCES: Adrienne Chute, Barbara Holton\*, Elaine Kroe, Jeffrey Owings\*, and Jeffrey Williams

NCLIS: Trudi Bellardo Hahn\*, Neal Kaske, and Kim Miller

COSLA: Suzanne Miller and Barratt Wilkins\*

ALA: Denise Davis and Emily Skeketoff

IMLS: Mary Chute\*, Rebecca Danvers\*, Mary Downs\*, Michele Farrell, and Kevin O’Connel\*

Census: Michael Freeman\*, Laura Hardesty, Johnny Monaco, Patricia O’Shea, Cynthia Jo Ramsey\*

Bibliostat: Trevor Allred

Synergy: AJ Bantug, Carol Coy, Gordana Vukovic

Ann Reed called the meeting to order. General discussion and housekeeping included a restatement of the committee goal to focus on cooperative spirit and a resolution to the transfer of the FSCS project to IMLS

Everyone was welcomed and introductions were made.

**Discussion of Transfer of FSCS program to IMLS:**

Mary Chute provided information about the transfer of the FSCS program from NCES to IMLS. The president’s budget request for FY2007, released Feb. 6, states “The Administration proposes the consolidation of the National Commission on Library and Information Science (NCLIS), as well as the current National Center for Education Statistics (NCES) programs for public and state library statistics into the Institute of Museum and Library Services (IMLS). The administration believes that this move will strengthen federal library policy efforts and enhance our national research capacity on domestic and international library trends.” This will take place unless there is serious congressional objection. There is no significant opposition at this time.

Everyone expressed a commitment to making the transfer of the program a success. The goal is a seamless transition. Since the planning for the transition is in its early stages, many issues have not yet been decided. IMLS will be gathering information from stakeholders.

Mary Chute indicated that the program would be move to the IMLS Office of Research and Statistics under the direction of Rebecca Danvers. IMLS is working with NCES to develop a budget sufficient to develop the infrastructure and fund the program for the future. Additional stakeholders identified were: the Western Council, COSLINE, and researchers. The Steering Committee then identified stakeholders that were not sub-groups of COSLA, and noted the usefulness of having each present. (e.g. ALA, SDCs, the official COSLA representative, NCLIS)

Jeff Williams provided a brief overview of the history behind the transfer of the FSCS program to IMLS beginning with the 1988 congressional mandate requiring NCES to collect public library data, the removal of this mandate, and the move of the library program from the Department of Education to the Institute of Museum and Library Services. Neal Kaske added information about the role of NCLIS.

Crucial concerns identified are:

1. Establishing and maintaining open and full communication. Open communication is of crucial importance in order to avoid rumors.
  - a. All participants (stakeholders) need to be kept in the loop. Participants identified are: the COSLA Research and Statistics Committee (Suzanne Miller), and the FSCS Steering Committee (all members). The COSLA Research and Statistics Committee will be responsible for keeping COSLA members informed. The FSCS listserv and blog will be used to keep SDCs informed.
  - b. Subcommittee Chairs are responsible for compiling information related to the transfer and giving the information to Ann to share with SDCs.
  - c. Several names to be added to the listserv distribution were identified (Mary Chute, Rebecca Danvers, George Smith, Michelle Farrell, Mary Downs, Kevin O'Connel, Trevor Allred). Kim Miller will add the names to the list as well as other names as identified.
  - d. Neal Kaske will continue to serve and the liaison to identify other surveys related to library issues.
  - e. Barbara Holton will keep the FSCS Steering Committee informed about other NCES surveys with library related issues.
  - f. IMLS participation and representation at the Steering Committee meetings and on subcommittees is crucial. IMLS staff members were added to each of the subcommittees: Mary Downs to the Data Conference and the Data Elements subcommittees and Michele Farrell to the Data Collection and the Data Use subcommittees.
2. Maintain the States' commitment to the program.

This program is dependent on the volunteer effort in each state resulting in really good quality data. State support for the program is maintained through the steering committee, technical support provided by Census, access to web tools, and reliable publications.

3. Maintaining quality controls, high NCES standards and integrity, quality of the longitudinal data.
4. Maintain support of the established processes for operation of the program. The FSCS program is a longitudinal survey with data items developed from the bottom up. The library data program is an international model.
5. Ensuring that IMLS has the authority and funding necessary to do what needs to be done. Funding concerns include the need to identify the full budget picture including cost of indirect as well as direct services provided by NCES. Although decisions have not been made about staff and support needs, plans are for the NCLIS staff to move to IMLS and for IMLS to have additional FTE positions for operating the program. Census is very involved in the transaction and there are no anticipated changes to Census' role in the program.

Mary Chute addressed each of the Transition Issues/Questions expressed by FSCS participants. Subcommittees identified additional concerns. The list of transition issues and responses was compiled (see attached) and reviewed. Ann Reed will post the list on the blog for comment and send a message to the listserv notifying the SDCs of the posting. (See attached)

### **Knowledge Sharing:**

#### **NCES:**

Jeff Williams reported for Jeff Owings: Mark Schneider has been confirmed as commissioner.

Elementary and Secondary Longitudinal Survey (ELS 2000) publication of public library use data question is now available. A 3-year follow-up is planned.

Public Library Survey: FY2005 data collection is underway. The 2004 Data file is scheduled for release in late June with the E. D. TAB. release scheduled for September.

State Library Agency Survey: Collection of data is almost complete. One state not yet completion of data submission.

Academic Library Survey: NCES has plans to include all academic libraries in the Survey. Barbara Holton will have a larger role in this survey. The next collection is for academic year 2006. Concern was expressed about the role of SDCs in the Academic Library Survey.

School Library Media Center Survey. The next School Library Medial Center survey will be for school year 2007-08. NCES hopes to conduct this survey more frequently in the future. There was a discussion about the need for access to more staffing data than is

currently available through the school and staffing survey. Barbara Holton reported on the on-line tool being developed for school and library data.

**Census:**

Patricia O'Shea reported that three states have completed data submission (CT, OH, and MA). The early submission deadline for Group 1 is March 22. WebPLUS was updated February 17 to include edit report by library name, city sort, compilation of annotations, and to fix some edits.

The second compilation of 2004 data has been sent to NCES for review. Release of the 2004 data file is scheduled for late June.

The recommendations to address natural disaster impact on library services were sent to NCES and are to be discussed in the Data Collection Subcommittee.

**NCLIS:**

Neal Kaske reported for Trudi Bellardo Hahn. The deadline for the Health Information Literacy award closed the end of January. Over 40 states submitted applications. First place recipient will receive \$20,000 with 9 runner-up awards of \$1,000 each. NCLIS brochure 'Why Care About School Libraries' identifies the critical role school libraries play in student achievement. An award program is being created. Plans are underway for the 'Scholarship and Librarians in Transition Conference' at the University of Michigan in Ann Arbor.

**ALA:**

Denise Davis reported the @ your library: Attitudes Toward Public Libraries survey data was released last week (<http://www.als.org/ala/ors/reports/2006KRCReport.pdf>). Denise Davis has almost 500 additional tables in addition to the high level findings released. She is working with the ALA attorney on a waiver form for researchers to have access to the data.

The report on the Fast Response Survey of midyear library operating budget cuts will be released at PLA conference. An outside source is interested in funding the continuation of this survey.

**COSLA:**

Suzanne Miller reported that COSLA approved the addition of Emetric items for the StLA Survey. COSLA is beginning mobilization for reauthorization of LSTA.

**NISO:**

Denise Davis reported on Z39.7 ([www.niso.org/emetrics](http://www.niso.org/emetrics)). The entire standard is being reviewed for updating, with attention to the emetrics section and a new section on performance indicators. Mentors are to ask SDCs to identify concerns and inform Neal Kaske of concerns by April 21.

**Minutes:**

A motion to approve the minutes was made by Keith Lance and seconded by Neal Kaske. The motion passed.

**Steering Committee Objectives:**

The Steering Committee 2006 Objectives were reviewed and adopted by consensus.

**Subcommittee Reports: (see individual reports for full information)**

Sub-Committee assignments were reviewed and NCES and IMLS representation were added to the subcommittees. The chairs of the subcommittees are to send revised wording of subcommittee objectives to Kim Miller.

Suzanne Miller will plan a concurrent conference session for SDCs who are also responsible for the State Library Agency Survey.

**Blog, etc.:**

The need to promote use of the blog was discussed. The chair, vice chair, subcommittee chairs and NCLIS staff are authorized to post to the blog. Questions received on the listserv are to be answered directly and then the issue and answer are to be posted to the blog. The listserv should then be used to notify SDCs of posting to the blog. There was also a discussion of providing additional information about accessing the blog at the conference.

The 2005 Conference Evaluation was reviewed.

Ann Reed will contact SDCs listed on the Conference Evaluation to develop a slate of 2-3 candidates for election to the Steering Committee. Candidates will be offered an opportunity to conduct a session at the Conference.

Denise Davis reported on the Annual American Community Survey by Census. The decennial census will be for legislative purposes.

**Future meeting dates:**

Jeff Williams informed the steering committee that the commissioner questioned the need for four steering committee meetings annually. After discussion it was decided that there should be no change in the schedule during the transition of the survey to IMLS.

The FSCS Steering Committee expressed the desire to have StLA representation at the June 5-7 FSCS Steering Committee meeting for discuss of transition issues.

June 5-7: Items for the June Agenda are to be sent to Ann Reed by May 15.  
September 18-20 followed by StLAS Steering Committee meeting  
Conference: December 4-7

Plus	Minus
Grocery Service Whole Foods Kitchens & dinner per diem Rooms and pillows Good location Shuttle Amount of work accomplished Cohesive Group (respect and cooperation) AJ's troubleshooting reservations Exercise room Nice Pepsi	IMLS absence on Tuesday & Wednesday Reservation confusion No Coca Cola

**FSCS Steering Committee Meeting  
Marriott Residence Inn  
Alexandria, VA  
March 6-8, 2006  
Subcommittee Reports**

**Data Collection:**

Attending (\*indicates one day attendance): Al Zimmerman (chair), Timothy Owens (vice chair), Denise Davis, Michael Freeman\*, Laura Hardesty, Elaine Kroe, Neal Kaske, Frank Nelson, Cynthia Jo Ramsey, Ann Reed.

Discussed the procedures and relationship between Baker & Taylor (Bibliostat Collects), SDCs and Census and the need to ensure specification requirements are in place for smooth data collection. Relationship between Bibliostat with the states and need for formal contract to address routinely providing Census specifications to Bibliostat.

Handling data reporting issues for libraries impacted by natural disasters such as Hurricane Katrina. Census has developed a proposal for the future but any issues this year will be handled on a case-by-case basis.

Current edit checks are developed by ESNPD. The continued development and refinement of edit checks needs to be addressed as part of the transition of the program to IMLS.

Edit issue: Square footage. SDCs will be notified that the Steering committee is responsible for this edit.

- 1) 21.45 volumes per square foot will be examined to determine the impact.
- 2) If there is a change from the prior year, provide an explanation.

Legal Service Area population impact on ranking tables. Keith Lance and Alan Zimmerman will identify the impact of the data of states not using "latest population estimates" on the ranking and also the impact of using the latest state population estimates on the ranking.

General Session: Need 15-30 minutes to present a summary of the statistics, response rate issues and potential impact of response rate. Mentors will be asked to discuss the response rate issues during the mentor session.

Subcommittee objectives: add:

Review and finalize the draft of 'The Federal-State Cooperative System (FSCS) Public Library Survey Statistical Collection and Reporting Procedures and Schedule'

General session: BUG presentation of best practices for data collection/use. Allan Zimmerman will talk with Ira Bray about this and ask him to attend the June Steering Committee meeting.

The Steering Committee discussed transition issues. See Attached list for full information.

**Data Conference:**

Attending (\*indicates one day attendance): Kit Keller (chair), Shelley Fugitt (vice chair), Mary Downs\*, Libby Law, Keith Lance, Kim Miller, Suzanne Miller, Patty O'Shea, Jeff Williams.

Theme: 20 years and still counting. FSCS conceived/born in 1986 (Church basement)

When: Dec 4-7 (day to begin at 9am)

Where: The following locations in the DC area were discussed: Marriott Wardman Park, Omni Shorom, Mayflower, Bethesda Marriott, Bethesda North Marriott. The subcommittee recommended eliminating the hotels in the Bethesda area and adding Westin Grand. Carol Coy from Synergy is coordinating the location.

There will be No keynote presentation or luncheon speaker.

The Awards lunch will highlight award presentations.

Security issues prevent providing hands-on training for WebPLUS.

Ice breaker ideas: Discussion of using photographs from past. Kim Miller will check to see what she has. Kit Keller can scan photo's that are not electronically available. Possibility of pictures of SDCs, various locations where conference has been held, and SDCs who have become State Librarians. Other ice breaking activities: Identify each SDC by year first became a SDC, and solicit SDCs and Census for most outrageous edit responses – Top 10 least favorite edit responses.

Survey SDCs for examples of how they use FSCS data.

Mentors are responsible for making sure that new SDCs are quickly integrated into the group and that all those attending feel welcome.

Bibliostat reception: Tuesday night. Talk with Trevor about theme: 20 Years and Still Counting.

First day – Report on transfer of program from NCES to IMLS – each partner to describe current role and if possible future roll. Following this program, plan for mentor groups to have an opportunity to discuss concerns (as mentor groups)

Time for data elements will be scheduled early in the conference to offer sufficient opportunity for SDCs to discuss all issues.

General Session (15 – 30 minutes) by Data Collection including a summary report, edit checks and response rate.



General Session: Data Use – Identify future data use issues by having SDCs discuss what data SDCs think will be needed in 5-7 years.

General Session: Getting BUGS out --- put at end of day so Federal partners can leave if they wish. Non-BUG states have opportunity to attend but could leave early

Mentor Session: Ask to discuss the response rate issues.

Concurrent session: Legal Service Area population issue (Survey SDCs to identify states/SDCs who are not using latest population estimates and what sources SDCs are using for latest population estimates)

Concurrent session: WebPLUS presentations similar to what was presented last year

Concurrent Session: Training for the SDCs responsible for StLA Survey – to be conducted by Suzanne Miller.

A review of comments from the December conference evaluation indicated interest repeating several programs in 2006. A survey will be sent to the SDCs to identify those programs of most interest:

Ann Reed is to contact those nominated for the Steering Committee prepare slate of candidates.

Objectives: Keep 1, 2, 3, & 5. Refer draft manual best examples for new SDCs to Data Collection Subcommittee for action.

The Steering Committee discussed transition issues. See Attached list for full information.

### **Data Elements:**

Attending (\*indicates one day attendance): Frank Nelson (chair), Timothy Owens (vice chair), Denise Davis, Laura Hardesty, Elaine Kroe, Kim Miller, Suzanne Miller, Cynthia Jo Ramsey, Ann Reed, Jeff Williams.

The subcommittee reviewed the 5 proposals endorsed at the December 2005 conference.

- 1) Public Internet users – walk in traffic definition change. To be included on ballot.
- 2) Data Base definition – licensed databases. To be included on ballot.
- 3) Cooperative definitions – No action will be taken at this time. Will be discussed further after the ALA Survey of Cooperatives is completed.
- 4) Registered Borrowers – 48 states collect. After discussion of resident borrowers VS non-resident borrowers the subcommittee decided that Total Registered Borrowers will be included on ballot.
- 5) Homepage visits: This is not ready for prime time and will be discussed further at the conference.

Frank Nelson will work with Kim Miller to release the ballot within a week and allow 3 weeks for SDCs to respond.

Ann Reed will prepare a cover letter to accompany the ballot.

The subcommittee discussed how to report circulation of downloadable audios. The discussion is to continue at the June meeting and will be presented to the SDCs at the December conference for discussion.

**Data Use:**

Attending (\*indicates one day attendance): Keith Lance (chair), Shelley Fugitt (vice chair), Trevor Allred, Adrienne Chute, Denise Davis, Michele Farrell, Michael Freeman, Neal Kaske, Kit Keller, Libby Law, Alan Zimmerman.

Eckard Award: discussed solicitation of candidates. Keith Lance will search web and contact SDCs for evidence of FSCS data use and to identify publications on web site. ALA published a report relating salary data to FSCS data and is preparing an article on Status of Libraries in the United States. Consider recognition of NCLIS web sit as gateway to data. Consider Bertot's latest Internet Survey – data release is scheduled for June.

'Seal of Approval' for web sites: Kit Keller and Alan Zimmerman will work on a revision of the criteria used in prior years for evaluation of Web sites to create a standard. The standard will be sent to members of the Steering Committee before the June meeting. States sites are to be reviewed by Subcommittee members.

Mary Jo Lynch Award: Neal reported initial contact with some schools and plans to contact schools identified faculty members and junior faculty (particularly Research Methods classes) directly to encourage them to have students develop articles using FSCS data. Copies of the MJL news release are to be sent to the Association for Library and Information Science Education (ALISE)

**New projects**

1 – Performance ranking by population grouping – Issues discussed included populations of less than 10,000, less than 5,000, and less than 1,000. Keith Lance will review the data with various populations and talk with SDCs directly when necessary. Keith Lance will report on the findings at the June Steering Committee meeting.

2 – Most improved/endangered libraries– Keith Lance will work with three Denver University students to identify the most improved libraries and the most endangered libraries. Data for a 5-year span will be studied.

Revenue	Circulation
Expenditure	Visits
Staffing: FTE	Children's Prog
Collection	Hours open

3 - Identify states still using 2000 census figures for latest populations. Work with Alan Zimmerman on an analysis and impact of this on state rankings.

4. "Day in the Life of..." bookmark. Shelley Fugitt will compile data for this.

Visitors	Reference
Circulation	Program attendance
Users of electronic resources	Consider data from John Bertot' study

5. Quotable Facts (Factoids): Alan Zimmerman and Shelley Fugitt will contact Lynn Shurden and look at ALA Quotable facts to develop a list of factoid's.

6. IMLS Library of the Year Award. Michele Farrell is the IMLS point person for Library of the Year awards.

Conference programs:

General Session: Identify future data use issues by having SDCs discuss what data SDCs thinks will be needed in 5-7 years.

Objectives:

- Solicit nominees and select winners of Eckard and Lynch Awards.
- Pursue specific data use projects, such as performance ranking of individual libraries by population range.
- Provide input about the proposed consolidation of NCES's PLS and StLA and NCLIS into IMLS.
- Develop conference sessions for 2006 Conference of State Data Coordinators.

**FSCS Steering Committee Meeting  
Marriott Residence Inn  
Alexandria, VA  
March 6-8, 2006  
Transition Issues List**

**General:**

Communication concerns were expressed and the need to maintain the States' commitment to the program by keeping the COSLA Research and Statistics Committee (Suzanne Miller), FSCS Steering Committee (all members) fully informed. Open communication takes the fear out of change. Use FSCS listserv and blog to keep states fully informed.

Need full IMLS participation in FSCS with representation at all Steering Committee meetings and on each Subcommittee.

The organizational structure of FSCS works well. FSCS is built from the state level. It is a volunteer effort in each state resulting in really good quality data. Need to confer, keep states on board, maintain technical support, support steering committee, web products and publications. SDCs represent public libraries. SDCs communicate with public libraries on data use. There is heavy use of data by SDCs for planning and advocacy. Mentor structure supports communication.

Data must be politically neutral.

The FSCS program is a longitudinal survey with data items developed from the bottom up. The value is the integrity of the longitudinal data. Maintenance of the quality control, the high NCES standards and the integrity of the universe file are crucial.

Where will the statistics program fit into IMLS structure? IMLS anticipates that it will be a separate program in the Office of Research and Statistics. Rebecca Danvers, Director of Research and Technology, developed a timeline. There will be no connection between collection of data (FSCS) and the release of LSTA.

Need to ensure that IMLS has the authority necessary to do what needs to be done.

Critical need to identify direct and indirect costs in order to develop a realistic budget. Example of indirect support is the support provided by the Library Locator tool.

Establish a committee (Mamie Bittner, Ellen Arnold, etc.) to address technology issues. The Chair of the Data Use subcommittee should be on the committee.

Maintain the process for adding, revising and deleting data elements, it works well.

Public libraries and State Library Agencies use the data with confidence, knowing it is part of the FSCS process. Need to promote more awareness and use of the data among states, the research community, government, etc.

Smooth transfer of data was discussed including the need for some redundancy to address security issues.

Records retention concerns were expressed.

Each subcommittee should keep a list of transition issues. Ann Reed will compile and review the issues, send them to the partners (ALA, COSLA, IMLS, NCES, NCLIS) and post them on the BLOG

**Data Collection transition issues:**

Maintain the functionality of services provided by Census (MOU with Census details services provided.)

Maintain the functionality of services provided by NCLIS (MOU with NCLIS details services provided.)

Maintain the functionality of services provided by Elaine Kroe (OMB Clearance, E.D. TABS, edit and review of E.D. TABS, folding new data items into the survey. OMB clearance for 2006 is complete.)

Ensure functionality of services provided by Pinkerton (web application and StLA Survey)

Formalize the procedures and relationship between Baker and Taylor (Bibliostat Collects), the states and Census to ensure file and edit checks specifications are in place for smooth data collection.

Establish access to mathematical statistician to ensure data integrity

Continue development and refinement of edit checks. Edit checks are currently developed by ESMPD.

**Data Conference transition issues:**

Training is essential for data quality. Logistical Support will be needed for the annual conference – equipment, staff travel, SDC travel, etc.

Organization culture: Reimbursement for SDC expenses vs. pre-payment of travel and hotel (issue out-of-pocket expense for those attending LSTA and FSCS meeting)

Location of the December 2007 conference – what is the possibility of holding it outside of the DC area?

Training is also needed for the State Library Agency Survey (StLAS).

**Data Elements transition issues:**

Maintain the process for adding, revising and deleting data elements. It works well and promotes a commitment on the part of the states.

**Data Use transition issues:**

Support for the Awards program: Mary Jo Lynch Award expense and possible creation of a Library of the Year Award.

Publications: E.D. TABS including ranking tables, annual Bowker article, brochure, new public library performance ranking, an annual article on status of public libraries in US (Note: ALA has just published an annual "Status of Libraries in the United States" which they intend to produce annually.)

A Technology subcommittee needs to be established as a part of the planning for the Transition. The chair of the Data Use Subcommittee should serve on this committee.

Establish Security (back-up – copy VS link) of the Data files and documentation. Smooth transfer of data was discussed including the need for some redundancy to address security issues. Records retention concerns were expressed.

Web Sites: Maintenance and enhancements of NCES & NCLIS websites. How long will NCES/NCLIS maintain web access and support? Locate data on IMLS web site to ensure high visibility and easy access.

Tools designed to encourage use of FSCS data. Need to add library web site URL.

Locator is used for access to FSCS id number for e-rate (2 versions). It is not currently paid from the NCES Library Statistics Program budget.

Peer Comparison. Expand current functionality to include historical analysis, demographic comparisons by legal service area, congressional district, etc. (such as those available through geolib/connects/census/FSU) and build a table.

Consider linking data to LSTA projects.

Logistical support for promoting awareness and use of FSCS through attendance at meetings and programs (FSCS, ALA, PLA, ALISE, IFLA, national conference of mayors, governors...) – equipment, travel funds for staff, etc. There has been some discussion of establishment of a presence at ALA/PLA through the annual presentation of awards (Mary Jo Lynch or other).

**Future possibilities arising from move to IMLS:**

Marketing and PR: FSCS is a valuable resource for researchers, libraries, community leaders, etc. The decision making process for FSCS is the envy of the world. Others need to be made aware of this. Market data to libraries, researchers, library schools, mayors, governor's council, etc. Integrate marketing and promotion of FSCS with IMLS existing

programs for press releases, speaker bureau, publication, etc. Encourage other data sets to link to FSCS to make it more visible. Promote FSCS data and link to other data sets to make FSCS more visible.

Promote awareness of FSCS data to research community, which needs to be made more aware of this free source of data. Researchers may be encouraged to identify 6-10 data items that serve as indicators for operation.

Look for ways data collected can impact on LSTA policy issues – tell the story.

Consultant services to provide basic information to users and limited data analysis. Plan to expand the limited analysis that is now provided. Collaborate with what is being done: GEOLIB, Bibliostat Connects, NCES, FSCS, etc.

Maintenance of the developing new products such as those under development by LRS: the library performance ranking by population ranges, most improved libraries, and most endangered libraries.

Consider development of tool linking libraries and demographics for potential grantees to use in preparation of proposals.

**FSCS Steering Committee Meeting  
Marriott Residence Inn  
Alexandria, VA  
March 6-8, 2006**

**TO DO LIST  
DRAFT**

**Census:** Send a list of “most outrageous” response the edits to Kit Keller.

**Mary Chute:** Send names to Kim Miller for addition to the FSCS list serve.

**Data Collection Subcommittee:** Review and finalize the draft ‘The Federal-State Cooperative System (FSCS) Public Library Survey Statistical Collection and Reporting Procedures and Schedule’ developed by Conference Subcommittee

**Denise Davis:** Remind Library Research Community of MJL award.

**Shelley Fugitt and Alan Zimmerman:** Contact Lynn Shurden and look at ALA Quotable facts to develop a list of factoids.

**Shelley Fugitt:** Compile “Day in the Life of “ bookmark

**Barbara Holton:** Keep FSCS informed about NCES surveys appropriate for library data questions.

**IMLS:** Establish a Transition Subcommittee for Technology issues (Mamie Bittner, Ellen Arnold, others) and include the FSCS Data Use Subcommittee chair on the subcommittee.

**Neal Kaske:** Continue to serve as the liaison to identify library data in other library organization surveys.

**Neal Kaske:** Communicate with LIS faculty and junior faculty (particularly research methods class faculty) to encourage application for the Mary Jo Lynch Award.

**Kit Keller and Alan Zimmerman:** Revise the web site criteria used in prior year Eckard Award evaluation and create a standard for the “FSCS Seal of Approval” for web sites.

**Kit Keller:** Compile and post the survey to SDCs

- 1) Keith Lance and Alan Zimmerman?: Population of Legal Service Area (identify states not providing latest population, identify sources of latest population estimates being used by states...)
- 2) Kit Keller: Send list of proposed programs to SDCs to identify topics of most interest



- 3) Kit Keller: Solicit most outrageous edit responses received from libraries when questioned about data items.
- 4) Kit Keller: Ask SDCs for examples of how they use FSCS data (example: for legislative day)

**Keith Lance:** Search SLA web for evidence of FSCS data use and to identify publications on web site and contact SDCs about publications using FSCS data for candidates for the Eckard and Mary Jo Lynch awards.

**Keith Lance:** Use performance indicators to Rank libraries by population ranges and identify most improved and most endangered library

Keith Lance: Send survey questions to Kit Keller.

**Keith Lance and Alan Zimmerman:** Analyze the impact of states not using “latest population estimates” and the impact of using latest state population estimates the ranking tables. Identify issues related to failure to provide latest population for legal service areas for discussion at conference.

**Mentors:** Ask SDCs to review the NISO e-metric definitions [www.niso.org/emetrics](http://www.niso.org/emetrics) and let Neal Kaske know of any issues and/or concerns by April 21.

**Kim Miller:** Add Trevor Allred and IMLS staff to the list serve and other names as identified.

**Kim Miller:** Check for old FSCS photographs and let Kit Keller know what is located.

**Frank Nelson:** Data elements subcommittee to revise the definition to make it clear how circulation of downloadable audio’s should be reported and post this to the listserv. Also a potential topic for to be discussed at the conference.

**Frank Nelson:** Work with Kim Miller to release the ballot within a week and allow 3 weeks for SDCs to respond.

Ann Reed: Prepare a cover letter for the Data Element Ballot and send it to Frank Nelson and Kim Miller.

**Ann Reed:** Compile list of transition issues share it with the partners (IMLS, NCES, NCLIS) and post it on the SDC blog.

**Ann Reed:** Contact those recommended for the Steering Committee to prepare for a slate of candidates (minimum 2 candidates for the one position) for the December Conference.

**Ann Reed:** Invite Chief Officers on the State Library Agency Survey Subcommittee to attend the June FSCS meeting.

**Subcommittee Chairs:** Send wording for revised subcommittee objectives to Kim Miller.

**Subcommittee Chairs:** Develop a list of issues that impact on the transition and send them to Ann Reed.

**Alan Zimmerman:** Invite Ira Bray (CA) to attend the June Steering Committee to discuss a BUG general session on best practices for data collection/use.

**Alan Zimmerman:** Inform SDC about the proposed new edits for Size of Library Outlets (Square footage).

**Alan Zimmerman and Keith Lance:** Analyze the impact of states not using “latest population estimates” and the impact of using latest state population estimates on the ranking tables. Identify issues related to failure to provide latest population for legal service areas for discussion at conference.

**Alan Zimmerman and Kit Keller:** Revise the web site criteria used in prior year Eckard Award evaluation and create a standard for the “FSCS Seal of Approval” for web sites.

**Alan Zimmerman and Shelley Fugitt:** Contact Lynn Shurden and look at ALA Quotable facts to develop a list of factoids.